

REGISTERED NURSE

Grant County Department of Social Services

AFSCME Local 3377-A Union applicants meeting minimum qualifications per section 9.03 of union contract have preference.

Grant County Department of Social Services is recruiting for 2 full-time Registered Nurses. As part of an interdisciplinary team, these positions provide case management from a nursing perspective to frail elders and adults with physical disabilities.

Minimum Qualifications: Current License to practice as a registered nurse in the State of Wisconsin; Bachelor Degree preferred in Nursing or related field; two to three years of skilled nursing experience (Gerontology/Disabilities and Home Care experience preferred); must take and pass the on-line State Functional Screen Training Course within 30 days of hire; working knowledge of computers, computer programs, typing, and data entry; current WI driver's license and unlimited access to reliable transportation.

A [Grant County application for employment](#) and [job description](#) may be obtained at www.co.grant.wi.gov or the Grant County Personnel Department (608)723-2540. **Letter of interest, resume and application** must be on file, completely filled in, no later than 4:00 p.m. on November 24, 2009 to:

Grant County Personnel
111 S Jefferson St.
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

Application assistance may be received at the Job Center, 8820 State Rd 35/61 S., Lancaster WI

Grant County Department of Social Services
JOB DESCRIPTION – **REGISTERED NURSE**

Job Summary:

The registered nurse care manager, as part of an interdisciplinary team, provides case management from a nursing perspective to frail elders and adults with physical disabilities who are members of the Care Management Organization (CMO). The goal of the team is to promote growth and the overall well-being of the people the CMO serves by providing high quality, person-centered, outcome-based care. This position works under Grant County Social Services Long Term Support Unit and is subject to CMO funding.

Description of Duties:

The following duties are normal for this position. These are not to be constructed as exclusive or all-inclusive. Other duties may be required or assigned.

- Assess functional/cognitive/health and safety needs of members including the development of an individualized service plan within the framework of an interdisciplinary team including the member and family.
- Develop and monitor an outcome-based individual service plan considering cost effectiveness in designing services and choosing providers.
- Work collaboratively as a CMO staff team member, provide care management for members, and assure coordination of client services with other services provided by this agency and other resources.
- Assist member and family in identifying resources.
- Follow organizational protocols and procedures.
- Responsible for proper and timely documentation according to policies and procedures.
- Participate in quality assurance and quality improvement activities as well as other assigned program development projects.
- Arrange work schedule as necessary or directed to meet the program and consumer service needs.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Comply with the Nurse Practice Act.
- Maintains the confidentiality of client information and protected health information.
- Utilize a systemic model in all work.
- Responsible for seeing that all assigned duties are conducted in a professional manner and in compliance with all state, federal, SFCA CMU Unit contract, local and agency rules and regulations.
- Works cooperatively with agency staff in developing and maintaining policies and procedures as appropriate and as assigned.
- Establishes and maintains a professional working relationship with other community resources.
- Demonstrate the willingness to look at self, embrace the values of the Department, commit to personal and professional development, engage and facilitate change with families and individuals and peers, explore and confront issues that inhibit the change/growth in self, peers, and families.

Case Administration and other duties

- Maintain appropriate case records and comply with case reviews and reporting requirements as determined by SFCA contract, as well as federal, state and local mandates.
- Participate in unit activities. Accept special tasks or duties as assigned by supervisor and director.
- Attend unit meetings, supervisory conferences, staffings, and planning activities
- Attend staff development to maintain and develop necessary skills. Meet required continuing education standards.

Minimal Training and Experience Required to Perform Essential Job Functions:

- Current License to practice as a registered nurse in the State of Wisconsin.
- Bachelor Degree preferred in Nursing or related field.
- Two to three years of skilled nursing experience (Gerontology/Disabilities and Home Care experience preferred).
- Must take and pass the on-line State Functional Screen Training Course within 30 days of hire.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation

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